

**-WORK NOTES -****ADMINISTRATIVE
RECORD**

**EPA O&M – Meeting #12
February 9, 2005
Venture Inn**

AT A GLANCE

**NEXT MEETING: March 9th, 2005; 7:00 am – 9:00 am
Venture Inn – The Cabinet Room (next to the Front Desk)**

Actions Needed/Agenda for Next Meeting**Wendy and all:**

- Continue work on Draft homeowner/contractor/tradesman Fact Sheets. **Note:** It may be useful to consult past meeting notes for help in formulating your feedback.

Peggy and all:

- Realtor's meeting - Peggy/Wendy set up with local realtor's group.
- Contractor's meetings format and content will be drafted at the March meeting.
- Pre-Post Condition Agreements and Site condition information pipeline?

Dan:

- Disclosure clause requirement for Libby (to be included in potential O&M packet)?

Ron:

- Ongoing stove replacement concerns, financing and progress update

FROM THE February 9th, 2005 MEETING**Attending**

The Operations and Maintenance Team members present: Peggy Churchill, Ron Anderson, Wendy Thomi, Dan Thede and Catherine LeCours. Leroy Thom and Mike Noble joined us as guests. Facilitator: Sandy Matheny

The Agenda - We noted that this meeting marked one year together.

1. Realtor's meeting update
2. Contractor's Meeting(s)
3. Fact Sheets progress
4. Pre-post condition Agreement (driveway cracks, etc.)
5. Site condition information pipeline
6. Community Resource Specialists update

1. Realtor's Meeting

The Realtor's meeting would address:

- concerns (old and emergent)
- the flyer
- mortgage loan (specifically secondary market loan concerns and confusion)
- resolutions and regulations
- stove replacement program information as a related item

The idea of an "O&M Packet" was proposed. Dan is looking into current disclosure clauses required by the City. Wendy and/or Peggy will contact the Realtor's for a convenient meeting date.

2. Contractor's Meeting(s)

There was a fair amount of discussion of what this session ought to include. A "Denver-like" symposium of training/education, and opportunity for certification training in HazMat, whether it should/could be the 40, 28 or 8 hour refresher, etc.

The discussion narrowed meeting objectives to address general awareness for:

- "What do I do if..."
- Leveling/Protocols - fairness
- Focus on Libby specific asbestos issues
- Now and Then - With EPA and later on.
- What next? Training, updates, continuing conversations as a contractor group?

3. Fact Sheets

Wendy offered three facts sheets for team input. Flyers for Homeowners, Contractors Working Outdoors and Tradesmen Working Indoors were distributed. Team members are to provide input by fax, mail or email to Wendy by the 18th of February. She plans to distribute the next iteration out before the next O&M meeting on March 9th. We also need to be thinking about who else needs to provide comments to the fact sheets.

Fax: 406-457-5056

Phone: 866-457-2690

Email: Thomi.Wendy@epamail.epa.gov

4. Pre-Post Condition Agreements

Issue areas include dealing with septic system and driveway damage, HEPA Vac program sideboards, etc. Final inspections, the site condition agreement and public information processes need to be refined. Expectations could be clarified using the Community Involvement Coordinator as a point of contact. Work plans and Satisfaction Surveys play a role.

5. **Site Condition Information Pipeline**

See the November notes. Item #3 (page 2) Homeowner Concerns. The "Information Pipeline" issue included: **How is information regarding site condition transferred? Title Companies and Realtors are among the players.**

Note: It may also be useful to look back at former notes for your feedback to Wendy on the Fact Sheets.

6. **Community Resource Specialist**

TAG is continuing to explore this opportunity. Ron noted there may be potential for additional cooperation with a person/position assisting with the stove replacement program.